



Week 8 Mentor Meeting



Date

Wed, 24 April 2024

12:30 PM - 1:15 PM



Participants

- Yujun Yan (mentor)
- Our team (Team Wombat)



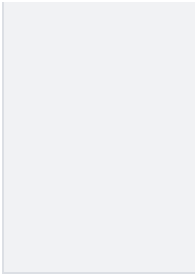
Goals

- To present the previous week's work achievements to the mentor, clarify uncertainties in the Sprint 2 checklist, and discuss required diagrams, Agile Ceremonies, deployment issues, testing requirements, and code review processes.



Discussion topics

Item	Presenter	Notes
Presentation of Work Achievements	<ul style="list-style-type: none">• Yujun Yan• Our team	<ul style="list-style-type: none">• Details: The team began the meeting by showcasing the work completed over the past week. This presentation provided the mentor with a comprehensive overview of the progress and allowed for immediate feedback on the team's output.
Clarification of Checklist Uncertainties	<ul style="list-style-type: none">• Yujun Yan	<ul style="list-style-type: none">• Details: After the presentation, the team addressed specific uncertainties in the Sprint 2 checklist by consulting the mentor. This discussion aimed to ensure all team members had a clear understanding of the checklist items and the expectations surrounding them.
Mentor's Guidance on Project Documentation	<ul style="list-style-type: none">• Yujun Yan	<ul style="list-style-type: none">• Diagrams Required: The mentor clarified which diagrams need to be included in the project documentation. These include system architecture diagrams, sequence diagrams, and ER diagrams, which are essential for illustrating the project's technical layout and interactions.• Agile Ceremonies Documentation: The mentor explained that the documentation should clearly detail the Agile Ceremonies the team has been conducting, such as Sprint Planning, Daily Stand-ups, Sprint Reviews, and Retrospectives. This documentation is crucial for illustrating the team's adherence to Agile methodologies.• Deployment Issues: The discussion covered various deployment issues that the team might face, with the mentor providing insights on best practices for deployment strategies and how to address potential challenges effectively.• Testing Requirements: The mentor emphasized the importance of comprehensive testing, detailing the types of



tests required (unit, integration, system, acceptance) and the expected coverage to ensure robust software quality.

- **Code Review Processes:** Lastly, the mentor discussed the importance of code reviews within the development cycle, outlining how they should be conducted to maintain high code quality, including peer review guidelines and the use of code analysis tools.

✓ Planned Actions and Next Steps

- ✓ **Update Project Documentation:** Incorporate the required diagrams and details about Agile Ceremonies as specified by the mentor.
- ✓ **Implement Testing Strategies:** Develop a detailed testing plan that covers all required types of tests and ensures comprehensive coverage.
- ✓ **Formalize Code Review Process:** Establish a structured code review process based on the mentor's recommendations to enhance code quality and team collaboration.
- ✓ Proceed with the implementation of the mentor's feedback on deployment strategies, testing, and code reviews.
Prepare for the next sprint by ensuring that all documentation and project requirements are updated and aligned with the mentor's guidelines.

✓ Click here to expand...

📌 Additional Considerations

- ✓ Click here to expand...The complexity of the project was acknowledged, with an emphasis on a collaborative and iterative approach to development. The importance of a flexible system that could adapt to future needs and potentially integrate with broader university systems was highlighted.

- **Continuous Improvement:** The mentor's feedback is instrumental in refining the team's approach and ensuring compliance with industry best practices.
- **Team Responsiveness:** The team's ability to quickly adapt and incorporate the mentor's advice into their project workflow is critical for the ongoing success of the project.
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